Chapter 13 - Adjustments - ADJ

Adjustments

The purpose of an adjustment is to transfer either all or a portion of a parties account.

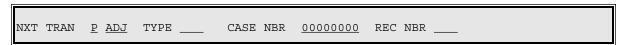
An adjustment can be completed from within a case, from one child within a case to another child within the same case or from one case to a different case. Before completing the adjustment, you will need to know the following information.

- 1. Case, suffix and party numbers that the original payment was applied to.
- 2. Effective date of the original price code.
- 3. Dollar amount being adjusted.
- 4. Reason for the adjustment.
- 5. Case, suffix and party numbers that the payment is being adjusted to.
- 6. Effective date of the price code that the adjustment is going to be applied to.

Accessing the A/R Adjustment screen:

From the transaction request screen, enter **ADJ** in the next tran field and **INQ** in the type field along with the receipt number in the case number field that you want to inquire on and press <Enter>.

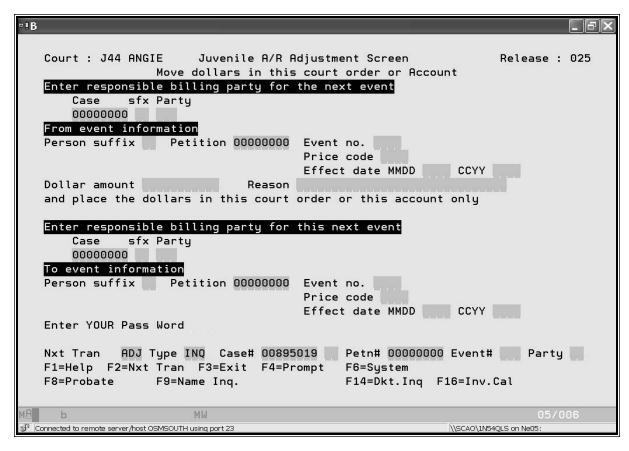
Probate Next Tran Line:



Juvenile Next Tran Line:



The following screen will be displayed for you.



Following are field descriptions for the Master Payment Inquiry screen.

~Enter responsible billing party for the next event~

The following information is gathered from the financial order that you want to adjust from.

~Case~

This is the case number that you want to adjust from.

~Sfx~

This is the suffix number of the case that you want to adjust from. This field is only used for Juvenile adjustments.

~Party~

This is the party that the financial order was applied to. By prompting on this field <F4> and selecting the correct financial order a majority of this screen will be loaded for you by the system.

~From Event Information~

The following information is gathered from the FRD and event that is being adjusted.

~Person Suffix~

This is the suffix number that the party was entered on for this financial order.

~Petition~

This is the petition number that this financial order was applied to.

~Event No~

This is the event number associated with this financial order.

~Price Code~

This is the price code (taken from the PRM screen) that the adjustment is being made from.

~Effective Date~

This is the effective date of the price code. To find the effective date you will need to display the PRM screen. This information is not filled in by the system. It must be entered if there is an effective date on this PRM.

~Dollar Amount~

This is the amount that you want to adjust from this financial order.

~Reason~

This is the reason you are processing this adjustment.

~Enter Responsible billing party for this next event~

The following information pertains tot he party and financial order that you are adjusting to.

~Case~

This is the case number that you are adjusting to.

~Suffix~

This is the suffix number that you are adjusting to.

~Party~

This is the party number that the adjustment will be applied to. By prompting on this field <F4> and selecting the correct financial order, most of this section will be filled in by the system.

~To Event information~

The following information is gathered from the financial order that the amount is being adjusted to. There must be a financial order created before an adjustment can be processed.

~Person Suffix~

This is the suffix number of the party that was ordered to pay this financial order.

~Petition~

This is the petition number that this financial order is assigned to.

~Event No~

This is the event number that this financial order is assigned to.

~Price Code~

This is the price code (taken from the PRM screen) that the adjustment is being made from.

~Effective Date~

This is the effective date of the price code. To find the effective date you will need to display the PRM screen. This information is not filled in by the system. It must be entered if there is an effective date on this PRM.

~Enter your Password~

Enter your financial password. You must have authority to process adjustments.

Creating an Adjustment:

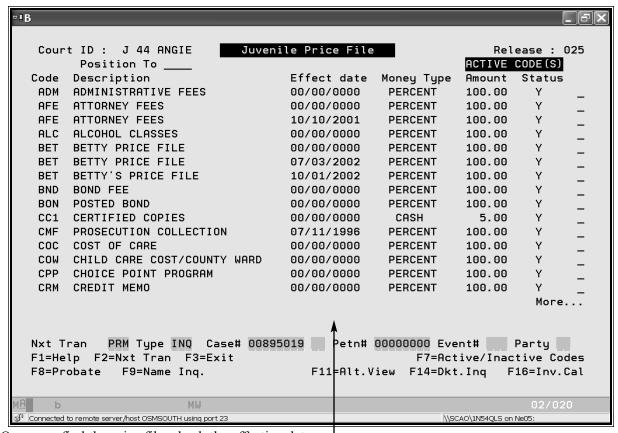
Adjustments are used to transfer payments from one financial order to another financial order. The purpose of a credit memo is to credit a portion of or all of a parties account. Following is an example of an adjustment. You must have authority to adjustments.

Before you begin, you will need to know the following information:

- 1. Case numbers and suffix numbers of the cases that will be adjusted.
- 2. The amount that needs to be adjusted.
- 3. If there is an effective date on the price code that needs adjusted. To find if there is an effective date you will need to display the PRM screen by entering **PRM/INQ** on the next tran line.



The following screen will be displayed for you.



Once you find the price file, check the effective date.-

If the date is 00/00/0000 then there is not an effective date. The only time you enter an effective date on the credit memo screen is if an actual date appears here.

Creating an Adjustment:

Accessing the A/R Adjustment screen:

From the transaction request screen, enter **ADJ** in the next tran field and **INQ** in the type field along with the receipt number in the case number field that you want to inquire on and press <Enter>.

Probate Next Tran Line:



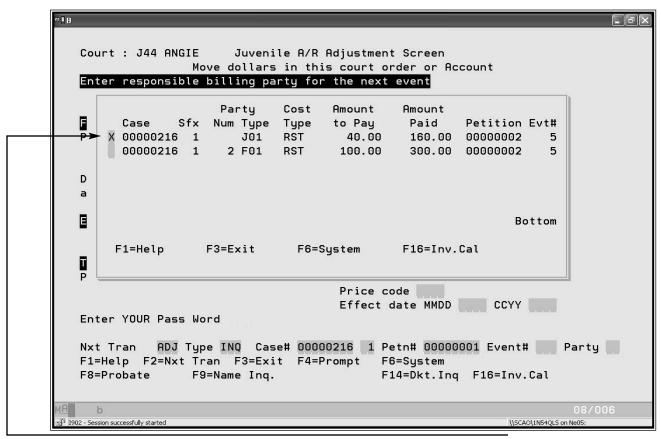
Juvenile Next Tran Line:



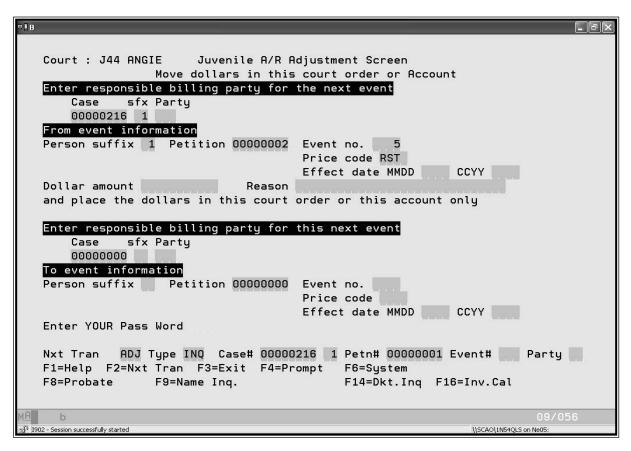
The following screen will be displayed for you.



- 1. Enter the case number and suffix number of the child that the financial order was applied to.
- 2. Prompt <F4> on the party field. The system will display the following screen.



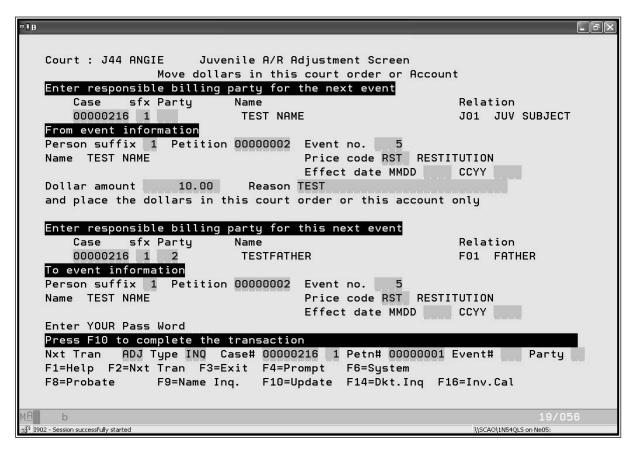
3. Select the financial order that you want to adjust from by placing an "X" on the line beside it and pressing <Enter>. The system will display the following screen.



- 4. The system has pre-filled as much information that if could bring in from the financial order. You will have to enter the following information.
- 5. Effective date.
- 6. Dollar amount to be adjusted.
- 7. Reason for the adjustment.

After the above information is entered on the screen, the To event information must be entered. Follow the steps listed above.

5. Enter your financial password and press <Enter>. The following screen will be displayed.



Press <F10> to complete the transaction. Once you press <F10>, the adjustment will be completed.

After you have processed the adjustment, the system will print an adjustment receipt for your records and display the following screen.

